

COMSCINST **1610.3A w/Ch-1 & CH-2**

COG CODE **N02**

DATE **16 APR 97**



**DEPARTMENT OF THE NAVY**  
COMMANDER MILITARY SEALIFT COMMAND  
WASHINGTON NAVY YARD BLDG 210  
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WASHINGTON DC 20398-5540

CH-2 of 18 September 1997

COMSCINST 1610.3A  
N02  
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COMSC INSTRUCTION 1610.3A

Subj: DELEGATION OF REPORTING SENIOR RESPONSIBILITIES

Ref: (a) BUPERSINST 1610.10

Encl: (1) Scope of Authority of Delegated Reporting Seniors  
(2) Fitness Report & Counseling Record (E7 - 06) (NAVPERS 1610/2)  
(3) Evaluation Report & Counseling Record (E1 - E6) (NAVPERS 1616/26)

1. Purpose. To delegate the responsibilities as Reporting Senior with respect to the Navy's Performance Evaluation and Counseling System.

2. Cancellation. COMSCINST 1610.3.

3. Background. Reference (a) introduces a new performance evaluation and counseling system, including the issuance of completely revised forms.

4. Delegation of Reporting Senior Responsibilities. Due to the reinvention, Commander, Military Sealift Command (COMSC) is the Reporting Senior for numerous personnel outside the Headquarters Staff. To facilitate timely reporting, under the authority granted in reference (a), I hereby designate the following Officers as Delegated Reporting Seniors with reporting responsibilities as follows:

a. Deputy Commander/Chief of Staff, Military Sealift Command is responsible for signing all Naval Reserve Officer's fitness reports assigned to MSC Headquarters while performing Annual Training/Active Duty Training/Active Duty Special Work (AT/ADT/ADSW). These include officers assigned to COMSC Headquarters' units (COMSC 106/206), Naval Control of Shipping (NCS 106) and any other Reserve unit within the MSC Reserve claimancy.

b. Force Medical Officer (N00M) is responsible for reporting on Medical Officers assigned to Commander, Military Sealift Command, Atlantic (COMSCLANT) and Commander, Military Sealift Command, Pacific (COMSCPAC).

c. Commander, Military Sealift Command, Far East (COMSCFE) is responsible for reporting on Commander, Military Sealift Command, Far East Detachment Singapore (MSCFE DET SINGAPORE) Chaplain.

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d. Commander, Military Sealift Command, Atlantic (COMSCLANT) is responsible for reporting on Commander Military Sealift Command Atlantic Detachment Norfolk (MSCLANT DET NORFOLK) Chaplain.

e. Special Assistant for Reserve Affairs (N00R) is responsible for signing all enlisted performance information memoranda for Reserve enlisted personnel attached to COMSCHQ on AT/ADT/ADSW.

f. Officer assigned as Naval Fleet Auxiliary Forces (NFAF) East is responsible for reporting on Officers and Enlisted personnel of NFAF East Staff and Officers in Charge of Military Departments (MILDEPTs) on ships of the Naval Fleet Auxiliary Force under his/her cognizance.

g. Officer assigned as Naval Fleet Auxiliary Forces (NFAF) West is responsible for reporting on Officers and Enlisted personnel of NFAF West Staff and Officers in Charge of MILDEPTs on ships of the Naval Fleet Auxiliary Force under his/her cognizance.

5. Scope of the Authority of Delegated Reporting Seniors. As required in reference (a), enclosure (1) defines the scope of authority of Delegated Reporting Seniors.

6. Forms. Counseling and Periodic Reports will be documented using forms or computer-generated versions of enclosures (2) and (3).

Distribution:

COMSCINST 5000.19

List I (Case A, B, C)

SNDL 41B (MSC Area Commanders)

4IJ (OICMILDEPTs)

## SCOPE OF AUTHORITY OF DELEGATED REPORTING SENIORS

1. Reporting Senior Authority of Commander, Military Sealift Command. Commander, Military Sealift Command (COMSC) may submit properly authorized fitness and evaluation reports on any individual, regardless of rank, who has reported under him for permanent, temporary or additional duty under competent written orders.

2. Delegated Reporting Seniors. A delegated reporting senior is a person designated by COMSC to submit fitness or evaluation reports for which COMSC would otherwise be responsible.

3. Scope of Delegated Reporting Senior Authority. Delegation of Reporting Senior Authority constitutes an actual transfer of the authority, with COMSC retaining certain oversight responsibilities. COMSC defines the scope of delegated authority within MSC to the following requirements:

a. Delegated reporting seniors may report only on members who are junior to themselves and are directly subordinate to the delegated reporting senior.

b. Delegated reporting senior's authority shall include the Commander, Military Sealift Command's authority to recommend promotion and advancement.

c. A delegated reporting senior's authority is limited to certain pay grades, but must include all subordinate members in those pay grades. Since authority has been delegated, COMSC may not sign selected reports in that delegated group.

d. Since delegated reporting seniors are solely responsible for the content of reports submitted over their signature, COMSC will not change or add comments to a delegated report or submit a report which covers any part of the same period. COMSC retains the following responsibilities:

(1) COMSC shall ensure that all reports are promptly and properly submitted, and that equitable standards are used throughout the command.

(2) A regular reporting senior must sign any report which withdraws a recommendation for enlisted advancement after advancement authorization for the member has been received. As a Flag Officer, COMSC may delegate this authority to a captain (06) or above. Accordingly, COMSC hereby designates the delegated reporting seniors to act in this capacity.

e. COMSC is required to conduct a review of certain reports. Therefore the following reports and associated summary letters are required to be forwarded to COMSC (Code N15a) for review and further submission to the Bureau of Naval Personnel:

(1) Adverse reports (trait mark of 1. 0, promotion recommendation of "Significant Problem," etc.);

(2) Reports on enlisted personnel marked "Progressing" (i.e., not recommend for advancement), which are submitted after all other prerequisites to compete for advancement have been met.

(3) Special reports on enlisted personnel submitted for meritorious performance or to provide a recommendation for an officer commissioning program.

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(4) Reports or supplements which have been directed as redress under Article 1150, U.S. Navy Regulations, 1990, or Article 138, UCMJ.

4. Promotion Recommendation Summary in Delegated Reports. Members shall be summarized in the Promotion Recommendation Summary block only with other members reported on by the delegated reporting senior.

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**ENCLOSURE (2) CONTAINS NAVPERS 1610/2 (6-95)  
FITNESS REPORT & COUNSELING RECORD (E7-06)**

Enclosure (2)

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**ENCLOSURE (3) CONTAINS NAVPERS 1616/26 (6-95)  
EVALUATION REPORT & COUNSELING RECORD (E1-E6)**

Enclosure (3)